HiCAMS:

Generating Standard Reports

Objective

Generate Standard Reports

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The HiCAMS standard reports feature enables you to generate the most common highway construction reports, automatically.

These reports are stored in the system. To generate one of them, you need only select the report that you wish to create, define some additional details, and click a button.

After you generate a report, you can view it online in the Preview window or you can print a hard copy.

To generate a standard report, do the following:

Step 1: Log onto HiCAMS, using the instructions in "HiCAMS: Getting Started."

Step 2: From the **Inquiries** menu, choose **Standard Reports**.

The *Select a Report* window appears:
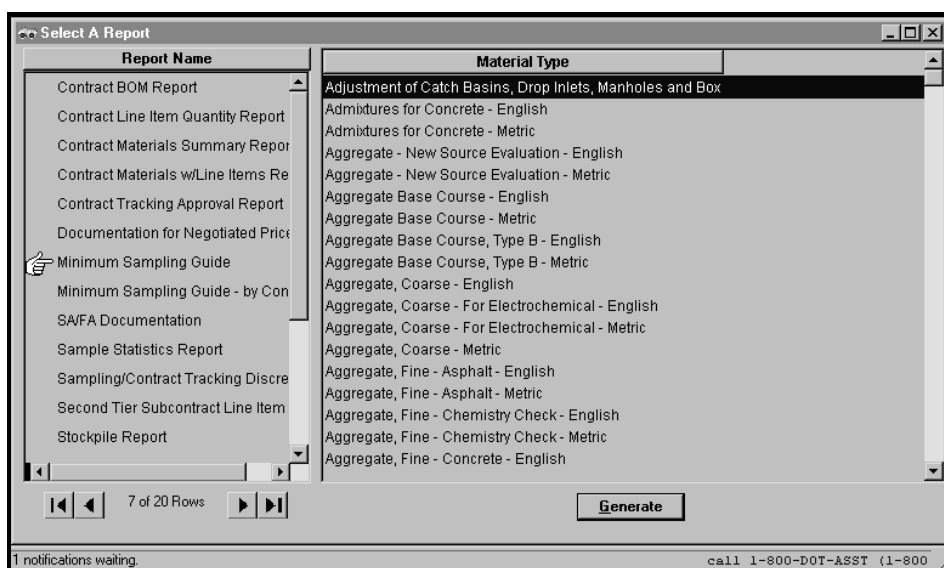
The standard reports available in the system appear on the left side of the window.

Note: *The list of reports that appears varies depending on your security access.*

The information that the system asks you to define for the selected report appears on the right side of the window.

Step 3:   In the Report Name field, select the name of the report you wish to generate.

An icon of a hand appears to the left of the report name.

Step 4:   On the right side of the split window, click in the available fields, radio buttons, etc. to select the requested information.

Note: *The options in this section are required. You must select a value for all of them, to generate your report.*

Depending on which report you are generating, the options in this section of the window varies.

Step 5:   Click on the **Generate** button.

The report displays in the Print Preview window:
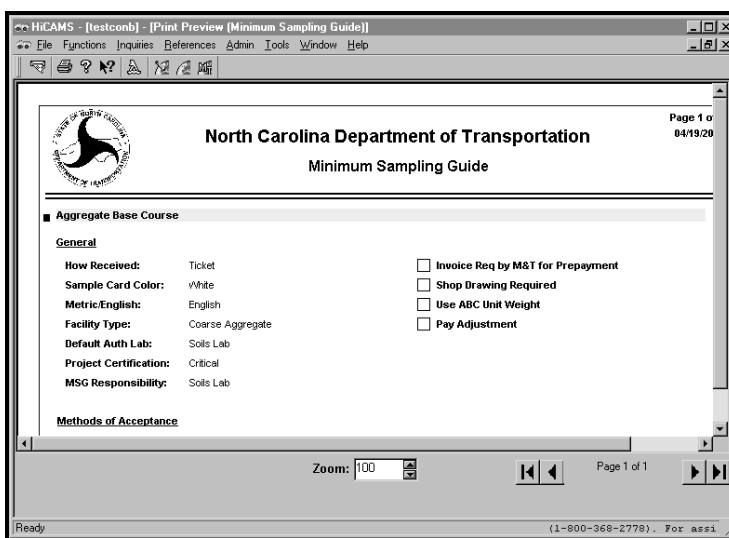
The following options are available in the *Print Preview* window and main HiCAMS toolbar and menu bar:

♦ The *Zoom* function at the bottom of the window displays various sizes of the report in the *Print Preview* window, creating the effect of zooming in and out.

♦ Type the desired percentage directly into the field, or select the percentage by clicking the up and down arrow buttons located to the right of the Zoom field.

♦ The horizontal arrow buttons at the bottom of the window display the next, previous, first or last page of the report.

♦ When you are ready to print the report, click on the **Print** button or select **Print** from the **File** menu.

♦ To save the report as a file, choose **Save As** from the **File** menu. Name the file, select the format to which you want to save the report; then click **Save**.

Required Fields

Select a Report

All of the available fields and options on the right side of window are required.